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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 15 June 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 24
8 - 14 June 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Training Aids Completed During Week:

a. BOC: Revised 1 display chart, miscellaneous cards, 19 each.

b. OPS/SUP: One training chart.

c. CLER: Reproduction request, 1 chart, 1000 copies.

d. [] Five Soviet gunnery charts sent to reproduction for 2 copies of each same size.

e. MTB: Two Vu-graph transparencies processed.

f. SR/DOB: One sand table model.

2. Lesson Plans received this week: 1

3. Overseas requests received this week: 2

4. Communications Reference Material for [] The reference librarian has discussed with the librarian of the Commo Library, the possibility of additional support to [] On the last visit to [] the persons in [] expressed a strong desire for lists of current books on Radio Engineering. The Commo Library will supply them with current publishers lists on the subject.

5. OTR Book Inventory - [] are completing the inventory of the OTR Library Book collection. All charges are being verified with recipients.

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6. Films for

- a. One retention film due
- b. Thirty loan films due
- c. Seven loan films sent

7. Attendance at Foreign Language Films -

<u>Date</u>	<u>Language</u>	<u>Attendance</u>
6/8/55	Portuguese	<input type="text"/>
6/9/55	Russian	
6/14/55	French	

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8. Catalog of Courses: Revisions, 1 August 1955, All Catalogs - Revisions from School Chiefs are to be submitted to C/ISB on 17 June for 1 August publication.

9. Navigation Study Guide: instructor/MTB has reviewed first edited draft; it is being retyped after incorporating his suggestions on content.

10. Red Interpreter: estimated completion date by IAB, Wednesday, 15 June.

11. Political Readings in Russian: 181 stencils received from instructor/LETS.

12. Assistance to TSS Training - is continuing his advisory work with the training Division/TSS, presently assisting the instructors in the development of a manual for teaching skills and techniques.

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